

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transfer and Cancellation of Courses

FROM: [Redacted]		EXTENSION	NO.	STAT
Chief, Intelligence Training 926 C of C			DATE	STAT
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. ADC/OTE 1025 C of C			S	Please do call around soonest. All this has been wired and should be quickly finalized.
2.				Pls file in C.C.
3.				— [Redacted] male
4.				Calls & advise
5.				conurrence
6.				S
7.				4/10/85
8.				G
9.				Passed to all cc members
10.				
11.				
12.				
13.				
14.				
15.				

9 April 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:

[REDACTED] STAT
Chief, Intelligence Training

SUBJECT: Transfer of Records Training, Overseas Orientation Course to Washington Operations Training Staff, and Cancellation of Risk of Capture.

1. This memorandum advises you that responsibility for the conduct of several courses is transferred from Intelligence Training (IT) to the Washington Operations Training Staff (WOTS). The possibility of this transfer was raised during discussions at the last Curriculum Committee meeting. Chief/WOTS has agreed to this decision.

2. Effective 20 May 1985, responsibility for the conduct of the Overseas Orientation Course (OOC) is transferred from IT to WOTS. The decision to effect transfer of this course is based upon the role assigned to WOTS to conduct training for Agency officers assigned overseas. IT will conduct the last scheduled running for FY 1985 of the OOC.

3. Effective 1 May 1985, Records Management Training is transferred to WOTS. This transfer is predicated upon WOTS' role to respond to the training needs of the Directorate of Operations (DO). It is also believed that WOTS has a greater degree of expertise in the kind of training required for DO records management. IT lacks this kind of expertise and has not been able to provide adequate guidance to the records management trainers. The courses involved in the transfer are: Records for Agency Personnel, Operational Records I, Operational Records II, and Operational Records for Career Trainees.

4. Effective immediately, the Risk of Capture Course (ROC) is cancelled. The material included in the ROC is now incorporated into WOTS' training program for personnel security obviating the need for the ROC.

[REDACTED]